



VITA Guide to Ordering IT Goods and Services Using the eVA eProcurement System

Overview

Effective July 1, 2004, all agencies that have transitioned to VITA will use eVA to order and receive IT-related goods and services that will be owned by VITA.

Agencies will be able to utilize the standard eVA functionality for these requisition and receiving transactions. Current eVA users will only need the new VITA procedures and will not need additional training. Training for new eVA users will be offered. In addition, Agencies may arrange for on-site training with their DPS Account Executive as necessary.

To ensure that agencies are afforded flexibility in implementing these new processes, specific options are provided in this document for data entry and approvals in eVA. Decisions must be made and communicated to DPS Account Executives.

eVA Setup Options

1. eVA Requisition Entry:

- **Agency Decision:** need to identify staff that will need to enter requisitions that do not already have eVA login IDs

2. eVA Requisition Approvals:

Optional VITA Technology Configuration Role - an eVA requisition approver that reviews the request to make sure that it is configured as per Agency and VITA standards/tech requirements. Agencies may elect to do this set of tasks outside of eVA and not use the eVA role.

- For Large Agencies, VITA's will provide a list of persons to contact
- **Agency Decisions:**
 1. Will the Agency use this Role?
 2. If so, identify primary and backup persons for this role.

Agency Information Technology Resource (AITR) Role - an eVA requisition approver that verifies that the requested item(s) fit within the Agency IT plan and authorizes VITA to procure them on the agency's behalf.

- **Agency Decision:** identify backup person(s) for the AITR role.



- Each agency will have an AITR role created and by default have those individuals identified on the VITA list of AITRs (http://www.vita.virginia.gov/integration/docs/040412-AIR_Handout-AITR_SLD_Contact_List.xls) assigned.
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VITA Supply Chain Management (SCM) Inbox Role - the VITA purchasing group role that will review the request to verify that all Requisition fields are properly filled out for an IT procurement and will determine whether it should be procured through a competitive procurement or can be processed directly as an order.

- **Agency Decision:** none required

3. eVA Receiving:

Agencies already using the eVA Receiving module for technology procurements will have no changes. Receiving will continue to be recorded/entered as with current practices.

Agencies not currently using eVA for Receiving will be setup so that the persons associated with the Information Technology Configuration role will perform the eVA Receiving function. Agencies will ensure that all receiving documentation is made available to these individuals in a timely manner for entry in eVA.

Agency Questions/Issues

Questions specific to eVA should be directed to the Agency's DPS Account Executive. All other questions regarding the procurement of IT goods and services should be directed to one of the following:

- their Agency Information Technology Resource (AITR)
- VITA Service Level Director (SLD)
- VITA Supply Chain Management:
Phil Pippert, Associate Director VITA Supply Chain Management
(804) 371-5945 philip.pippert@vita.virginia.gov



Agency Worksheet

Agency (Number/Name): _____

Agency Point of Contact

Name: _____

Phone: _____

	First Name	Last Name	Email	Phone#	Supervisor			
					First Name	Last Name	Email	Phone#
Req. Entry								
VITA Tech								
Primary								
Backup								
AITR								
Backup								